



JOB DESCRIPTION

Position Title: Technician

Work Area: Public Safety

Class Code: 5604 Non-Exempt EEO Code: 06

Effective Date: March 24, 2000

Major Function

Routine work receiving, storing and issuing commodities, materials, supplies, tools, and equipment.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Orders, receives, stores, issues and delivers materials, supplies, tools, and equipment from large and varied stock of supplies.

Process purchase orders and requisitions for approval.

Maintain perpetual inventory and stores records using a personal computer or manual record keeping system.

Estimates stock needs and consults with division supervisors as to changes in inventory levels delivery quantities and delivery dates. Inspects goods, tools and equipment received or returned, and reports missing, damaged or destroyed tools and equipment.

Lifts and transports heavy boxes, supplies, furniture, and equipment.

Weights and stamps packages, letters, and post cards and prepares them for mailing as required. Delivers packages to the Post Office for mailing as needed.

Operates standard office equipment, such as a personal computer, postage meter and scale, photocopier, and other office equipment as required. Performs clerical duties as assigned.

Maintains logs and other mileage reports for delivery vehicle. Performs minor preventive maintenance checks as prescribed by fleet services.

Performs maintenance and/or repair on equipment.

Cleans and maintains storage and adjacent areas in an orderly fashion.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of store room/warehouse methods and procedures, including inventory record keeping and purchasing requisition procedures. Considerable knowledge of commodities, materials, tools, supplies and equipment. Knowledge of arithmetic and modern record keeping methods.

Ability to make mathematics computations accurately, ability to maintain accurate records and prepare routine reports. Ability to determine quality of goods against prescribed specification. Ability to communicate effectively both orally and in writing.

High School Diploma or GED and one (1) year experience in keeping of stores, parts or warehouse work and the maintenance of inventory records; or an equivalent combination of related training and experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Must possess and maintain a valid Florida Non-Commercial Class "D" Driver's License.

Must maintain physical ability to lift and carry boxes and material weighing in excess of thirty (30) pounds.

Must possess the ability to type.

Positions in Public Safety will also perform the following duties:

Repairs SCBA Units, air tanks and cascade system. Fills air tanks for SCBA Units using a cascade system.

Physical requirements may vary by job site, for specific physical requirements refer to Essential Functions Form.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.